

# Supply Chain Business Analyst

Reports to      Senior Supply Chain Business Analyst  
Band              Band 4, HPV Enterprise Agreement 2018

## Position summary

This role is responsible for providing analytical support to the Supply Chain team, including:

- Analytics and performance insights pertaining to all logistics and supply chain operational activity across HealthShare Victoria.
- Creation, review and presentation of cost/benefit analysis regarding internal and external activities, for the purpose of operational, tactical and strategic decision making.
- Support any other HSV projects by providing analytics, data and modelling as required to support the Supply Chain team across Logistics, Surety and Procurement.
- Assisting with the operational development of any ITS for the procurement of operational services pertaining to Supply and Logistics.
- Assisting with the creation and maintenance of DC and Transport Operations planning tools and insights to inform resourcing requirements to meet throughput demand on a daily/weekly basis.
- The identification and quantification of short- and long-term CI (Continuous Improvement) opportunities, providing written evidence of the relevant business case for implementation.
- Operational modelling to provide the Supply Chain team with factual scenario-based modelling for future plant, equipment and resource planning.

## Specific Duties and Responsibilities

### Operations

#### DC KPI reporting

- Maintain and refine DC Operational reporting to provide daily, weekly, monthly and quarterly reporting primarily focused on safety, service, quality and cost. This includes creating and maintaining any reporting pertaining to Third Party Services engaged by HSV for the provision of storage, distribution and transport services.
- Leverage the available BI (Business Intelligence) reporting suite relevant to DC Operations, inputting into data and reporting requirements, user testing, user education and maintenance and of the relevant reports.

#### Operational/cost modelling and benefits reporting

- Analyse and document recommendations based on business requirements for new and existing operational initiatives, quantifying safety, service and cost benefits.
- Work closely with the Procurement team to ensure benefits reporting is aligned and information reported across Procurement and Supply and Logistics is accurate and validated.

- Work with the Supply Chain Surety team as required, providing analytics and cleansing raw data for the purpose of informed decision making.
- Assist with the creation and presentation of other operational and/or cost to serve reports to support the changing needs of the HSV Supply Chain team.

## **Leadership & Stakeholder Engagement**

- Work closely with the broader Supply Chain team, providing education and direction pertaining to the interpretation of data in its presented format.
- Support development of a vision for the division in line with the HSV Corporate Strategy which sets a clear strategic direction for employees, enhances their leadership capacity and capability, and enables them to deliver robust operational support and advice.
- Positively contribute to a workplace culture that is consistent with HSV's organisational values and desired behaviours.
- Maintain strong lines of communication with key stakeholders to ensure the smooth operation of the organisation.
- Support the identification of organisational change opportunities to assist HSV in fulfilling its legislative functions in line with its Corporate Strategy.

## **HSV Values and Cross Functional Collaboration**

- Establish and maintain strong working relationships with key individuals and groups across HSV's stakeholder organisations, both internal and external, and develop and apply appropriate engagement and consultation strategies in line with HSV's values.
- Represent HSV in appropriate forums to strengthen relationships and improve mutual understanding.
- Place a priority on effectively working with stakeholders from other divisions within the organisation for mutual benefit by seeking and incorporating feedback that will benefit organisational objectives.
- Value the contribution of our internal and external stakeholders and contribute beyond set tasks to achieve organisational goals and demonstrate this in goal setting.
- Uphold HSV's core values; Customer Centric; Accountable; Respectful; Solutions-focused and Open.

## **Data Security**

- Comply with HSV data management policies and procedures, and report breaches and/or vulnerabilities to a Manager or the IT Operations team.

While the principal duties of this position are as above, the post holder may be required to undertake other duties from time to time.

## **Qualifications and Experience**

### **Academic**

- Relevant tertiary or post-graduate qualifications, preferably encompassing one or more of business, finance, Supply Chain, Data Science, Commercial or related field highly regarded.

## **Experience**

- 3+ years' experience in an analytical role, preferably in Supply Chain.
- Proven ability to prepare and articulate complex findings simply and directly.
- Understanding of 3PL and logistics operations relevant to FMCG, Retail or Healthcare sectors
- Experience using SQL, Power BI and/or similar reporting tools preferred.
- Advanced MS Excel skills, including experience with Visual Basic preferred.
- Oracle reporting experience preferred, but proven ability to quickly gain proficiency in extracting relevant data from another comparable warehouse/enterprise management system for analysis and reporting highly regarded.

## **Personal**

- High level analytical and problem-solving skills.
  - Willingness to challenge data.
  - Self-directed with strong organisation skills.
  - Ability to manage multiple projects simultaneously to completion and meet tight deadlines.
  - Flexibility to accommodate changing priorities and unexpected requests.
  - Action and results oriented.
  - Outstanding written and oral communication skills.
  - Ability to build strong working relationships with colleagues and external stakeholders.
  - Well-developed presentation and liaison skills.
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- Primary location for this role is the Derrimut Distribution Centre